

Assistant Manager, Finance
Singapore Institute of Technology

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Downloaded On: May. 9, 2024 11:21am

Posted Aug. 23, 2023, set to expire Jul. 5, 2024

Job Title Assistant Manager, Finance
Department Finance
Institution Singapore Institute of Technology
Singapore, , Singapore

Date Posted Aug. 23, 2023

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Financial Planning/Budget Management

Job Website <https://careers.singaporetech.edu.sg/cw/en/job/498490/assistant-manager-finance>

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Job Description

Assistant Manager, Finance

Job no: 498490

Department: Finance

Contract type: Contract

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This role is responsible of handling reporting functions for SIT and its subsidiaries.

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Key Responsibilities

- Handle the full set of accounts for two SIT's subsidiaries' books, including its month end closing activities, preparation of monthly reconciliations, schedules and year end statutory audits and tax
- Assist in grant claim and audit
- Prepare quarterly statistics survey and other surveys
- Prepare management reporting for Applied Research Centres and Subsidiaries
- Assist in the preparation of schedules for statutory audit
- Assist in the administrative support for Audit Committee
- Involve in process and system enhancements
- Other duties as and when assigned

Job Requirements

- Degree in Accounting or equivalent
- 3-4 years of relevant experience in financial reporting (preferred)
- Entry-level applicants may be considered
- Hands-on experience with SAP or equivalent ERP system will be an added advantage

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Advertised: 23 Aug 2023 Singapore Standard Time

Applications close: 30 Sep 2023 Singapore Standard Time

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Singapore